

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section.

**Other incidental expenses (e.g. telephone, postage)**

total amount claimed 3.35

#### **Less cash advances received**

10 of 10

amount claimed for payment 3.35

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department
Christopher Graham					Chief Executive
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *
Depart	Arrive			STD 45p	PTR 25p
		Euro Expenses		E	p
19/06/2014	1240	- Left office			
-	-	Bus ticket from airport to Paris bus station (50% of actual receipt)	Bus		11.00 1,2
-	-	Bus ticket from bus station to hotel (book of 10 tickets pre-purchased at Euro 13.70 making each journey 1.37)	Bus		1.37 3
-	-	Supper			27.40 4
20/06/2014	-	Breakfast (accommodation paid for by conference organisers)			10.00 5
-	-	Bus ticket from hotel to conference venue	Bus		1.37 6
-	-	Bus ticket from conference venue back to hotel to check-out	Bus		1.37 7
23/06/2014	-	1220 Returned to office			
			sub-total	0 0	52.51

Other incidental expenses (e.g. telephone, postage)

RECEIVED

total amount claimed	52.51	EUROS
less cash advances received		
amount claimed for payment	52.51	EUROS

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

£41.80

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

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\* If no break down is provided please add a brief description of the items consumed. Thank you.

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

**Other incidental expenses (e.g. telephone, postage)**

Other incidental expenses (e.g. telephone, postage)		
	total amount claimed less cash advances received amount claimed for payment	39.10

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
Christopher Graham			Chief Executive			
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt	
	Depart	Arrive		STD	PTR	attached *
				45p	25p	£ p
08/06/2014	1915	-	Food on train on way to London			4.95 1
09/06/2014	-	2000	Returned home			
11/06/2014	0815	-	Food on train on way to Leeds			5.30 2
	-	1615	Food on train on way back to Manchester			3.10 3
12/06/2014	1700	2100	Train ticket from Wilmslow to Cheadle Hulme (remaining journey free due to Senior Railcard) to attend event in Manchester <i>bus pass</i>	Train		1.80 4
16/06/2014	0850	1740	Food on train on way to London			4.95 5
17/06/2014	0645	-	Train ticket from home to Stockport to catch train to London			2.60 6
	-	2000	Food on train on way to London			4.70 7
				sub-total	0 0	27.40

## Other incidental expenses (e.g. telephone, postage)

RECEIVED	total amount claimed	27.40
	less cash advances received	
	amount claimed for payment	27.40

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

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\* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

10491

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department
Christopher Graham					Chief Executive
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt
Depart	Arrive			STD 45p	PTR 25p
		EURO EXPENSES		£	p
02/06/2014	1600	- Left the office to go to airport to fly to Brussels			
	-	Subsistence rate for dinner			40.00
03/06/2014	-	Lunch in European Commission canteen			8.40
	2155	Food at airport awaiting return flight (minus alcohol)			8.00
04/06/2014	1600	- Left the office to go to airport to fly to Strasbourg (via Amsterdam)			
05/06/2014	-	Taxi from airport to Council of Europe (after flight delayed to next day)	Taxi		50.00
	-	Taxi from Council of Europe to hotel	Taxi		7.50
06/06/2014	-	Taxi from hotel to airport for return flight	Taxi		50.00
	-	Food at Strasbourg airport awaiting flight to Schiphol			6.70
	1100	Food at Schiphol airport awaiting flight to Manchester			9.95
			sub-total	0	180.55

## Other incidental expenses (e.g. telephone, postage)


total amount claimed	180.55
less cash advances received	
amount claimed for payment	180.55

EUROS

EUROS

£ 180.55

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

**Claim Number**

88376

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

**Other incidental expenses (e.g. telephone, postage)**


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
03/06/2014			Flight from Shannon to Manchester - see attached itinerary				52.37	1
			Flight to return direct from Dublin after BIIDPA meeting would cost £55.24, actual flight cost less than this					
			To be recharged					
			Cost of telephone calls from home telephone - see attached invoice which has already been signed off and returned to Finance					2
				sub-total	0	0	52.37	

## Other incidental expenses (e.g. telephone, postage)

				total amount claimed	52.37
				less cash advances received	8.08
				amount claimed for payment	44.29

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

RECEIVED

**Other incidental expenses (e.g. telephone, postage)**


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

RECEIVED

436

**Other incidental expenses (e.g. telephone, postage)**

		deduct £11.90 (see attached for amount to be reclaimed from GPC card expenditure)	4
		total amount claimed	113.12
		less cash advances received	11.90
		amount claimed for payment	101.22

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

RECEIVED

Other incidental expenses (e.g. telephone, postage)

Other incidental expenses (e.g. telephone, postage)			

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

**Other incidental expenses (e.g. telephone, postage)**


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section.

All expenses MUST be claimed in accordance with the expenses of			
Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

RECEIVED

**Other incidental expenses (e.g. telephone, postage)**


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level		Payroll NO.	Department		
Christopher Graham			Chief Executive			
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		
Depart	Arrive		STD	PTR		
			45p	25p		
		Euro Expenses				
08/04/2014	1545	- Left office				
	-	Subsistence rate for dinner		40.00 No		
09/04/2014	-	- Lunch		3.75 1		
	-	Subsistence rate for dinner		40.00 No		
10/04/2014	-	- Lunch		7.28 2		
	-	Food at airport in Brussels awaiting return flight		5.80 3		
	-	1800 Return home				
			sub-total	0 0 96.83		

## Other incidental expenses (e.g. telephone, postage)

deduct 5 euros as per item 11 on attached	4
GPC statement	
total amount claimed	96.83
less cash advances received	5.00
amount claimed for payment	91.83

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Expenses Guide.

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

RECEIVED

**Claim Number**

ico.  
Information Commissioner's Office

## EXPENSES CLAIM

54387

All expenses **MUST** be claimed in accordance with the **Expenses Guide** available on **ICON Finance Section**

**Other incidental expenses (e.g. telephone, postage)**

Other incidental expenses (e.g. telephone, postage)		
	total amount claimed less cash advances received amount claimed for payment	139.35 139.35

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

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**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance



## **EXPENSES CLAIM**

**Claim Number**

69998

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

**Other incidental expenses (e.g. telephone, postage)**

RECEIVED

total amount claimed	32.00
less cash advances received	
amount claimed for payment	32.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information.



## **EXPENSES CLAIM**

**Claim Number**

62645

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

£ 18.40

**Other incidental expenses (e.g. telephone, postage)**


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

## **EXPENSES CLAIM**

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.**

**Other incidental expenses (e.g. telephone, postage)**

RECEIVED

**total amount claimed**

633 60

### **Less advances received**

**amount claimed for payment**

522-59

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

**Other incidental expenses (e.g. telephone, postage)**


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.



## **EXPENSES CLAIM**

**Claim Number**

49809

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

**Other incidental expenses (e.g. telephone, postage)**


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts must be provided for subsistence claims and attached to the back of this form.

**\* If no break down is provided please add a brief description of the items consumed. Thank you.**

All expenses **MUST** be claimed in accordance with the **Expenses Guide** available on **ICON Finance Section**

Name	Expenses must be claimed in accordance with the Expenses Guide available on ICON Finance Section		
	Job Level	Payroll NO.	Department
Daniel Benjamin	H		Corporate Services
Usual mileage to work			

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

**Other incidental expenses (e.g. telephone, postage)**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Code.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department	
DAVID SMITH			H		DP EXECUTIVE	
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *
	Depart	Arrive				
07/05/14	16:50		Wilmslow to London	Train		
			Euston to Vauxhall	Tube		2.20
08/05/14			Vauxhall to Green Park	Tube		2.20
			(Westminster e-forum seminar)			
			Green Park to Euston	Tube		2.20
			Euston to Stockport	Train		
	16:20		Stockport to Home	Bus		2.60 yes
			Subsistence			22.30 yes
				sub-total	0	0
						31.50

Other incidental expenses (e.g. telephone, postage)

RECEIVED

total amount claimed	31.50
less cash advances received	
amount claimed for payment	31.50

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Expenses Guide.

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.		Department
DAVID SMITH			H			DP EXECUTIVE
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		Receipt
Depart	Arrive			STD	PTR	attached *
45p	25p	£			p	
12/05/14	14:25	Office (Wilmslow) to Stockport rail station	Car	11		4.95
		Car parking ticket				12.00 yes ✓
		Stockport to Euston, London	Train			
		Euston to Knightsbridge	Tube			2.20
		(Executive Networking evening)				
		Knightsbridge to Euston	Tube			2.20
		Euston to Stockport	Train			
	23:30	Stockport to Home	Car	11		4.95
		Subsistence				3.99 yes ✓
			sub-total	22	0	30.29

## Other incidental expenses (e.g. telephone, postage)

		total amount claimed	30.29
		less cash advances received	
		amount claimed for payment	30.29

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department				
DAVID SMITH	H		DP EXECUTIVE				
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
				45p	25p	£	p
23/04/14	10:50		Wilmslow to London	Train			
			Euston to Charing Cross	Tube			2.20
			(Technology Reference Panel)				
			Charing Cross to Euston	Tube			2.20
16:40	18:55		London to Wilmslow	Train			
			Subsistence				3.29 yes
				sub-total	0	0	7.69

## Other incidental expenses (e.g. telephone, postage)

RECEIVED	total amount claimed	7.69
	less cash advances received	
	amount claimed for payment	7.69

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department
David Smith			H		DP Executive
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage
	Depart	Arrive		STD	PTR
				45p	25p
15/04/14	12:50		Wilmslow to London	Train	
			London Euston Square to Liverpool Street	Tube	2.20
			(Clyde & Co/Experian Data Breach Conference)		
16/04/14			Liverpool Street to Euston Square	Tube	2.20
	08:40	10:45	London to Wilmslow	Train	
			Subsistence		4.99 YES
				sub-total	0 0 9.39

## Other incidental expenses (e.g. telephone, postage)

RECEIVED	total amount claimed	9.39
	less cash advances received	
	amount claimed for payment	9.39

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.		Department		
DAVID SMITH			H			DP EXECUTIVE		
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *		
	Depart	Arrive		STD 45p	PTR 25p	£ p		
30/04/14	09:50	Wilmslow to London	Train					
		Euston to Bank	Tube			2.20		
		(International Association of Privacy Professionals)						
		Mansion House to Earls Court	Tube			2.20		
		(Information Security Europe event)						
		Earls Court to Monument	Tube			2.20		
		(Allen and Overy Dinner)						
		Monument to Earls Court	Tube			2.20		
		(Daily Oyster card maximum £8.40)				-0.40		
01/05/14		Earls Court to Euston	Tube			2.20		
	11:45	Euston to Wilmslow	Train					
			sub-total	0	0	10.60		

## Other incidental expenses (e.g. telephone, postage)

		total amount claimed	10.60
		less cash advances received	
		amount claimed for payment	10.60

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.



## **EXPENSES CLAIM**

**Claim Number**

76147

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

RECEIVED

**Other incidental expenses (e.g. telephone, postage)**


If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

Information Commissioner  
REQUEST FOR CASH ADVANCE

Number:

994

(Copy) original attached.

ico.  
Information Commissioner's Office

Name:

DAVID SMITH

Date required by:

2nd June '14

(Specify time if leaving early)

Amount(s) required:

100 ewos

Description:

Dates

314 JUNE '14

5 JUNE '14

Places

BRUSSELS

STRASBOURG

Purpose of Travel

ART. 29 WORKING PARTY

SPRING CONFERENCE

Expense code

99991

Budget Heading

Budget Dept.

Finance use only

(paid)

PAID

29 MAY 2014

System Entered

Subsistence expenses to be incurred on business travel specified in the travel plan.

Amount(s)

£ 100.

Information Commissioner  
REQUEST FOR CASH ADVANCE

Number:

780

ico.  
Information Commissioner's Office

Name:

DAVID SMITH

Date required by:

16th May '14

(Specify time if leaving early)

Amount(s) required:

200 Euros

Description:

Dates	19th - 21st May 2014
Places	Ireland
Purpose of Travel	Forum on International Privacy Law

Expense code 99991

Budget Heading

Budget Dept.

Finance Use only (paid)

PAID

16 MAY 2014

Euro Petty Cash

System Entered

subistence expenses to be incurred on business travel specified above.

Amount(s)

200 Euros

RECEIVED

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department
David Smith			H		DP Executive
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *
	Depart	Arrive		STD 25p	£ p
02/04/14	07:10	Home to Stockport railway station	Car		
		Stockport to London	Train		
		Euston to Westminster	Tube		2.20
		(House of Lords' Select Committee)			
		Westminster to Euston	Tube		2.20
		Euston to Stockport railway station	Train		
	16:00	Stockport railway station to Wilmslow (office)	Car	11	4.95
		Stockport railway station car park			12.00 Yes
		Subsistence			5.00 Yes
02/04/14		Home to Prestbury (Dinner with International visitors)	Car	9	4.05
		Prestbury to Home	Car	9	4.05
		<b>sub-total</b>	29	0	34.45

## Other incidental expenses (e.g. telephone, postage)

		total amount claimed	34.45
		less cash advances received	
		amount claimed for payment	34.45

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## **EXPENSES CLAIM**

**Claim Number**

8379

All expenses **MUST** be claimed in accordance with the **Expenses Guide** available on **ICON Finance Section**.

**Other incidental expenses (e.g. telephone, postage)**

Other incidental expenses (e.g. telephone, postage, etc.)			

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

10. **Subsistence claims** - Subsistence claims must be provided for subsistence claims and attached to the back of this form.

\* Receipts **must** be provided for subsistence claims and attached to the claim. If no break down is provided please add a brief description of the items consumed. Thank you.

RECEIVED

**Claim Number**

42381

ico.

## **EXPENSES CLAIM**

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

**Other Incidental expenses (e.g. telephone, postage)**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

**Other incidental expenses (e.g. telephone, postage)**

RECEIVED

**total amount claimed**

#### **less cash advances received**

W1-1(c)

**amount claimed for payment**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

N/A

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.